

## DEPARTMENT OF POLITICAL SCIENCE

### NOTICE RE: TEACHING ASSISTANT (TA) POSITIONS AVAILABLE FOR FALL TERM 2020

In accordance with Article 12:01 of the CUPE 4580 Collective Agreement the Department of Political Science invites applications for TA positions for the Fall term 2020.

The total number of projected Teaching Assistantship positions in the Department of Political Science for the Fall term 2020 is **32 TA positions** for a total of **3200 hours**. *All positions are subject to sufficient enrolment and final budgetary approval.*

List of courses that may utilize Teaching Assistants for Fall term 2020:

Course #	Course Name	# of projected positions	Total TA Hours	Duration of position
POLS-1000-91	Intro: Cdn Govt & Politics	3 TAs for 100 hrs	300	Sept. 1 to December 31 <sup>st</sup>
POLS-1000-92	Intro: Cdn Govt & Politics	2 TAs for 100 hrs.	200	Sept. 1 to December 31 <sup>st</sup>
POLS-1300-91	Comp. Politics in Changing World	2 TAs for 100 hrs	200	Sept. 1 to December 31 <sup>st</sup>
POLS-1600-91	Intro: International Relations	2 TAs for 100 hrs	200	Sept 1 to December 31 <sup>st</sup>
POLS-2010-91	Current Issues in Cdn Politics	2 TAs for 100 hrs	200	Sept 1 to December 31 <sup>st</sup>
POLS-2130-91	Public Opin/Mass Media/Cdn. Dem	2 TAs for 100 hrs	200	Sept 1 to December 31 <sup>st</sup>
POLS-2140-91	Legal Process in Canada	2 TAs for 100 hrs	200	Sept 1 to December 31 <sup>st</sup>
POLS-2200-91	Intro. To Public Administration	2 TAs for 100 hrs	200	Sept 1 to December 31 <sup>st</sup>
POLS-2320-91	Government & Politics of the US	2 TAs for 100 hrs	200	Sept 1 to December 31 <sup>st</sup>
POLS-2440-91	Government & Politics/Europe	2 TAs for 100 hrs	200	Sept 1 to December 31 <sup>st</sup>
POLS-2450-91	Contemporary Issues – Intl Rel	1 TA for 100 hrs	100	Sept 1 to December 31 <sup>st</sup>
POLS-2480-91	Political Economy Mass Media	1 TA for 100 hrs	100	Sept 1 to December 31 <sup>st</sup>
POLS-2520-91	Modern Political Thought	3 TAs for 100 hrs	300	Sept 1 to December 31 <sup>st</sup>
POLS-2640-91	Intro: Canadian Foreign Policy	1 TA for 100 hrs	100	Sept 1 to December 31 <sup>st</sup>
HELP CENTRE	Office Hours	5 TAs for 100 hrs	500	Sept 1 to December 31 <sup>st</sup>

Refer to the timetable ([www.uwindsor.ca/registrar/timetable-information](http://www.uwindsor.ca/registrar/timetable-information)) for class and exam hours and location.

### **Expected TA duties:**

The duties of a TA may included, but are not limited to: preparation for classes, preparation of written or audiovisual materials, designing and maintaining course related material, attending lectures, teaching under the direction of faculty, leading discussions and supervising laboratories, rating students' work, holding office hours, consulting with students (including electronic consultation), writing and grading tests, examinations and lab sets, grading essays and term papers, **proctoring exams, tests, midterms, and quizzes**, setting up experiments, conducting field trips, attending employer orientation workshops and training, and conferring with the supervisor in charge, as required by the employee's teaching duties.

*Due to COVID-19, all duties will be performed remotely. Assistants will not be required to be physically present on campus on have any face-to-face interactions*

### **Eligibility requirements:**

TA appointments shall be offered to qualified applicants in accordance with the criteria specified in Article 12:04 of the Collective Agreement. To be eligible for a Teaching Assistantship you must be a registered student:

- must be registered for the term of work at the time of hiring
- must maintain registration throughout the term and must be in good standing in the degree program

Note that Teaching Assistants can be employed for no more than 100 TA hours per semester total. If you already hold or have applied for another TA position (in this or another department) note that the **total combined hours** for all TA appointments held in all departments **cannot exceed 100 hours for the Fall term period (Sept 1<sup>st</sup> to Dec. 31<sup>st</sup>)**.

### **Required essential qualifications:**

- Must be a registered full-time honours undergraduate (4-year degree) student
- Must have background in Political Science or a related discipline
- Candidates must be available to (virtually) attend lectures/labs/exams at specific times
- Candidates must host office hours (if required by the instructor of a specific course)
- Must have excellent communications skills
- Must have a GPA of at least 78% (B+)
- Must have access to a computer with a reliable internet connection with video and audio capabilities
- Must be familiar with Blackboard and MS Teams or be able to acquire knowledge through training.

### **Preferred qualifications:**

- Preference is given to candidates enrolled in the Political Science undergraduate (Honours) program

Application forms are available from the following webpage: [https://www.uwindsor.ca/graduate-studies/sites/uwindsor.ca.graduate-studies/files/ga ta application fillable form.pdf](https://www.uwindsor.ca/graduate-studies/sites/uwindsor.ca.graduate-studies/files/ga_ta_application_fillable_form.pdf)

Completed applications must be submitted electronically to: Jennifer Forde "Jennifer Forde"  
[Jennifer.Forde@uwindsor.ca](mailto:Jennifer.Forde@uwindsor.ca)

## **Deadline for receiving applications: - August 12, 2020**

*In pursuit of the University of Windsor's Employment Equity Plan, members from the designated groups (Women, Aboriginal Peoples, Visible Minorities, Persons with Disabilities, and Members of Sexual Minorities) are encouraged to apply.*

**Date posted: July 27, 2020**